

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 19, 2020 in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT:** Marsik, Greshay, Hilbert, Schmidt and Kuehl

**MEMBERS EXCUSED:** None

**ALSO PRESENT:** James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Patti Hilker, Treasurer; Kim Nass, Corporation Counsel; Brian Field, Highway Commissioner (by phone); Russ Freber, Physical Facilities Director; David Ehlinger, Finance Director; Becky Bell, Human Services and Health Director; Megan Firari, HR Specialist (by phone); Ed Somers, Clearview Administrator/Executive Director; Karen Gibson, County Clerk; Christine Churchill (by phone); Karen Krenz, Interim Child Support Director (by phone); Justin Reynolds, IT Director; Bill Ehlenbeck, Land Resources and Parks Director; Lynn Hron, Clerk of Courts; Nate Olson, Planning/Economic Development Administrator; Wendy Gubin, Human Resources Assistant (by phone); Erin Roberts, Sr. IT Systems Analyst (by phone)

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-committee County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the regular meetings of April 20, 2020 and May 4, 2020 with corrections to the May 4, 2020 minutes of Krenz to Kuehl in two places. Second by Greshay. Motion carried without negative vote.

Hinze stated that the Safer-at-Home Order is no longer in effect and noted that the Dodge County COVID-19 Plan coincided with the Safer-at Home Order. Hinze stated that as a result it is important to discuss the Emergency Responder and Health Care Provider Exemptions from the Families First Coronavirus Response Act (FFCRA). Hinze proposed a recommendation to have this section of the Dodge County COVID-19 Plan extended and to coincide with the duration of the FFCRA, which currently is December 31, 2020.

Motion by Greshay to update the Dodge County COVID-19 Plan as presented. Second by Schmidt. Motion carried without negative vote.

Mielke presented for consideration a temporary suspension of Policy #218 – Vacation as it relates to Clearview Vacation Payouts. Mielke indicated the temporary suspension would be through 2021, however, noted that if there are fiscal changes it would be reviewed.

Motion by Hilbert to temporary suspend Policy #218 – Vacation as it relates to Clearview Vacation Payouts, as presented. Second by Schmidt. Motion carried without negative vote.

Hinze read the language in Policy #302 – Appearance and Demeanor Policy related to casual dress days. Mielke notified the Committee, as an awareness, that he has allowed casual dress Monday through Friday during the COVID-19 pandemic and would like to continue the casual dress days into the future. The Committee supported the continuation of the casual dress days.

Hinze stated that a draft of Reopening the Workplace Guidelines was presented to the departments for feedback. Hinze highlighted the bullet points of the Guidelines and asked for comments. There was discussion regarding the Guidelines. The Committee supported the Reopening the Workplace Guidelines.

Hinze presented an update to Policy #214- Sick Leave allowing employee to convert up to two (2) sick days per calendar year to a Personal Day, with supervisor approval.

Motion by Greshay to revise Policy #214- Sick Leave, as presented. Second by Schmidt. Motion carried without negative vote.

Hinze presented a revision to Policy #201.2 – Benefit Payout Upon Retirement or Termination regarding a notification requirement to use accrued benefit time prior to termination or retirement.

Motion by Schmidt to revise Policy #201.2 – Benefit Payout Upon Retirement or Termination, as presented. Second by Greshay. Motion carried without negative vote.

Hinze presented a new policy, Telecommuting. Hinze explained policy details including: eligibility, criteria, and procedures. Several Department Heads shared successes of telecommuting during the pandemic. There was discussion regarding the policy.

Motion by Hilbert to approve the Telecommuting Policy, as presented. Second by Schmidt. Motion carried without negative vote.

Hinze presented a new policy, Alternative Work Schedules, and explained the policy details.

Motion by Greshay to approve the Alternative Work Schedules Policy, as presented. Second by Kuehl. Motion carried without negative vote.

Hinze provided an updated on Compensation and Benefits Study indicating that Human Resources has been answering questions from McGrath Human Resources. Hinze stated that McGrath Human Resources anticipates a presentation to the Committee in June or July.

Hinze stated that an update to Policy #111 – Hours of Work was approved at the last Committee meeting with the Committee requesting to see the final policy. Hinze shared the final policy with the Committee.

The Committee reviewed the Personnel Requisition. Mielke recommended approval of these requests.

Five (5) Seasonal Highway (one requisition)	Highway
One (1) Community Education Coordinator – extension of temporary increase in hours	Human Services
One (1) Park Attendant – Ledge Park	LR&P
Two (2) Deputy Sheriff (two requisitions)	Sheriff

Motion by Schmidt to approve the Personnel Requisition as presented. Second by Greshay. Motion carried without negative vote.

There were no Leave of Absence Requests to review.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Corey C. Horn, Deputy Sheriff, Sheriff, \$31.05, SSU04, 2M06, 05/18/2020.  
RECLASSIFICATION – UNION: None. PROMOTION – UNION: Michael W. Workman, Sergeant, Sheriff, \$34.84, SSU08, ST05M42, 06/04/2020. NEW HIRE: Amanda J. Josephson, Social Worker II – CPS, Human Services, \$25.05, DC07, ST01, 10/21/2019; Travis S. Margelofsky, Community Service Officer, Sheriff, \$15.00, MSC16, ST01, 04/27/2020. RE-HIRE LIMITED

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TERM/SEASONAL: Joseph Schaefer, Trail Caretaker, LR&P, \$13.00, PKC06, ST/YR04, 05/05/2020. RECLASSIFICATION: None. PROMOTION: None.

The Committee reviewed the Orientation Period Reports as presented.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: No report.

Future Agenda Items: COVID-19 Update

It was the consensus of the Committee to schedule the next regular meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, June 2, 2020 at 9:00 a.m.** and **Tuesday, June 16, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:11 a.m.

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**Richard Greshay, Secretary**

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**Joseph Marsik, Chairperson**

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy # 104		Approval Date:
Policy Title	Definitions	Effective Date: 1/1/2021
		Revision Date(s):

The following definitions of employee status will apply to all County departments and operations:

### Full-time Employee

A full time employee is one who is ordinarily scheduled to work forty (40) hours per week, depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for all County benefits including health, dental and life insurance, retirement benefits, longevity, vacation, holidays, sick leave, Section 125 flexible spending accounts, Section 457 deferred compensation, voluntary long-term disability, as well as Social Security contributions and Worker's Compensation Insurance.

### Part-time Employee

A part-time employee is one who is ordinarily scheduled to work twenty (20) or more hours per week depending on departmental work weeks, on a regular basis of fifty-two (52) weeks per year and is eligible for County benefits listed above on a pro-rated basis, provided the employee meets the eligibility requirements for each benefit. Employees involved in a job-share arrangement are considered part-time employees for the purpose of determining eligibility for benefits.

A part-time employee ~~at all locations except Clearview~~ who works less than twenty (20) hours per week is not eligible for County benefits except Social Security and Worker's Compensation, and also benefits offered through the Wisconsin Retirement System if they worked for a WRS participating employer prior to July 1, 2011 and work six hundred (600) hours per year, or if hired on or after July 1, 2011, and work twelve hundred (1200) hours per year.

~~A part-time employee at Clearview who works less than twenty (20) hours per week but is in a benefited status is eligible for prorated benefits based on the number of hours worked in a preceding month with no minimum number of hours required; however, participation in health insurance may be limited by eligibility criteria contained in the contract with the health insurance carrier.~~